

DEPARTMENT OF THE TREASURY WASHINGTON, D.C. 20220

Procurement Instruction Memorandum No. 99-13 Oct. 12, 1999

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM:

Corey M. Rindner, Director Cone m. Rinder Office of Procurement

SUBJECT:

Cost Savings Addition to ICAR

Effective 1st quarter of FY2000, all bureau procurement offices shall compute and report dollars saved through competition and/or negotiation of each acquisition reported through the new Department of the Treasury TADS Input Form, TD F 76-06.09. A copy is attached for your convenience in identifying the new block 49f that has been added to report cost savings.

The following guidelines are established for calculating cost savings and reporting them using TADS. Previously cost savings were reported every two years on the Self-Assessment Surveys under the Balanced Scorecard Survey process. This new TADS field will provide real time reporting of cost savings, using a uniform format within the bureaus.

Cost savings shall be calculated for all negotiated acquisitions, solicited as full and open competition or other than full and open competition, when discussions are conducted. Sealed bidding acquisitions and negotiated acquisitions where award was made without discussions will be reported as \$0 cost savings. All options quantities, option years, and maximum quantities should be considered in your computations.

Compute cost savings as: The difference between the final negotiated award price (including options and/or estimated quantities) and the initial offered price (including options and/or estimated quantities).

Each contract file shall include written documentation, including this calculation for deriving the cost savings dollar amount. There may be other methods to calculate savings resulting from your efforts such as negotiating volume discounts, consolidating requirements, the use of lease versus buy or make versus buy decisions, etc. I encourage your resourcefulness as long as the figures reported are measurable and verifiable, with the basis for calculation clearly documented in the file.

All contracting personnel should begin inputting this new data field on TADS for actions commencing October 1, 1999. Questions may be addressed to Terri Toplisek at (202 622-1241, or e-mail to terri.toplisek@do.treas.gov. Technical questions/issues should be addressed to Lou Masciocchi at (202) 6585, or e-mail to louis.masciocchi@do.treas.gov.

Attachment

cc: TPDS Coordinators

Department of the Treasury TADS Input Form

Note: For modifications or delivery/task orders, only shaded fields need be completed if an action for this contract has previously been reported to TADS. Write or type all zeroes as 0. All dollar entries must be rounded to the nearest thousand, (e.g. \$50,450 is entered as 50, \$50,650 is entered as 51).

2. Contract Number 4.Contracting Office Order Number 3. Modifi	ication Number	
1. Reporting Agency 5. Contracting Office Code 6. Action Date (YYYYMMDD) 8. Report Period(YYYYQ) 7. Type of Data E	Entry	
A.Origina B. Deletin C. Correc	ng	
9.Kind of Contract Action A. Initial Letter Contract B. Definitive Action Superceding Letter Contract C. New Definitive Contract D. Purchase Using Simplified Acquisitions E. Order under single award Indef. Del. Contract F. Order under BOA G. Order/Modification under federal Schedule H. Modification (report B for mods definitizing a letter contract) J. Termination for Default K. Termination for Convenience L. Order under multiple Award Contract Z. Reserved		
10. Dollars Obligated or Deobligated this Action (whole \$ only. If deob, precede with minus sign) 11. Type of Obligation (whole \$ only. If deob, precede with minus sign) 2. Principal I (a. Obligation (b. Appropriation (b. Appropriated (c. A. \$ 0 or Obligation (c. A. \$		
\$ B. Deobligation B. Nonappropriated		
13. Principal Standard Industrial Classification With Option (YYYYMMDD)		
49d. RFC Ready Date (YYYYMMDD)		
49e. Procurement Complexity 1. High 2. Medium 3. Low 49f. Cost Saving \$,000 (whole \$ only)		
15. Contractor Name a.		
16. Contractor Identification Number (CIN) A. Small Disadvantaged Business B. Other Small Business C. Large Business D. JWOD Nonprofit Agency M. Domestic Contractor Performing Outside U.S. O. Large Minority P. FIRREA WOLB (OCC and OTS Only) U. Historically Black College/University or		
H. Reserved Minority Institution (HBCU/MI) 50a. Contractor Key Personnel (Last, First)		
15 Street Address on Pey Number		
b. Street Address or Box Number		
City State/Country Zip Code	1	
c. d. e.]	
38. Common Parent's Name		
39. Common Parent's TIN		
17 Principal Place b. City, Place, or County c. Foreign 18. Contract for Foreign Government of Performance a. State/Country Y - Yes Y - Yes N - No N - No N - No No No	•	

24. Type of Contract or Modification A. Fixed-Price Re-determination J. Firm Fixed-Price K. Fixed-Price with Economic Price Adjustment R. Cost-Plus-Award-Fee S. Cost-No-Fee 22. Country of Manufacture Manufacture Manufacture V. Cost-Plus-Fixed-Fee Y. Time and Materials Z. Labor Hours 23. Synopsis of Procurement Prior to Award A. Synopsized prior to award B. Not Synopsized due to urgency C. Not Synopsized for other reasons	
25. CICA Applicability A. CICA Applicable (Includes 8(a)) B. Purchase Using Simplified Acquisition Procedures D. Pre – CICA E. Commercial Item Acquisition Under Test Program 26. Solicitation Procedures A. Full and Open Competition – Sealed Bid B. Full and Open Competitive Proposal C. Full and Open Competition – Combination D. Architect – Engineer C. Full and Open Competition – Combination D. Architect – Engineer K. Set – Aside L. Other than Full and Open Comp(includes)	cl. 8(a))
27. Authority for Other than Full and Open Competition A. Unique Source B. Follow - On Contract C. Unsolicited Research Proposal D. Patent/Data Rights E. Utilities F. Standardization L. International Agreement M. Authorized by Statute M. Authorized by Statute P. National Security Q. Public Interest	
28. Number of Offers Received A. 1	Action
Business Y - Yes N - No Business Concern Y - Yes N - No Service Contract Act D. Davis - Bacon Act (construction) E. Not subject to Walsh-Healy, Service Contract or Davis-Bacon Acts 35. Subject to Labor Statues A. Walsh - Healy Act B. Reserved C. Service Contract Act D. Davis - Bacon Act (construction) E. Not subject to Walsh-Healy, Service Contract or Davis-Bacon Acts Business D. Combines HUBZone Preference/Small Disadvantaged Business Price Adjustment E. Not Applicable	
Business Programs A. 8(a) Contract Award B. 8(a) W/ HUBZone Priority C. SDB Set-Aside D. SDB Price Evaluation Adjustment C. Buy Indian/Self Determination D. No Preference Program or Not Listed Evaluation Adjustment Percent Difference For Evaluation Adjustment Percent Difference Of the program of Not Listed Evaluation Adjustment Percent Difference Of the program of Not Listed	ference
50b. Contracting Officer (Last, First) 50c. Contract Specialist (Last, First) , , , , , , , , , , , , , , , , , ,	
50d. Telephone Number 14. a. Commercial Item Acquisition 15. Classified 16. Classified 17. Yes 17. Yes 18. No 19. No 19. No 19. No 19. No 19. No 19. No 21. Bundling of Contract Requirements 19. Yes 19. No 1	
43. Emerging Small Business Y - Yes N - No 44. Emerging Small Business Reserve Award Y - Yes N - No 45. Size of Small Business Number of Employees Numb	
D. 251 – 500 34. Subcontracting Plan (Equals A if overall contract estimated value Is over \$500k or \$1 M if construction) A. Required B. Not Required	
47. Optional Reported Data Elements (Leave Blank) 49 a. Total Contract Dollar Value if all funds for all options and all delivery or task orders were placed \$,000 (whole \$ only)	

Date

Signature